

Check Out

1. Click the Check Out Wizard. Scan, paste, or type a user ID in the Enter User ID or Name field. If you do not have the patron ID to scan, click Find User to display the Identify User window.

Circulation Reports [Print] [Help] [About] [Disconnect]

Check Out

Enter a User ID or Name
000168322 [Find User]

Check In
User Status
Item Status
Holds
Maintain Users

Clear

SirsiDynix

2. The student record appears. Note the list of items already on loan. Scan the item barcode.

Circulation Reports [Print] [Help] [About] [Disconnect]

Check Out

User Name **CRUZ, DAVID** User cat1 **12**
User ID **000168322** Group ID **HR ANGELL**
Profile **HIGHSCHOOL** Library **HARMON**
Status **OK** Note
Checkouts **5** Overdue **0**
Holds **0** Amount Owed

Enter an Item ID
25000003228490 [Find Item]

Item ID	Title	Call Number	Date Due
25000007477178	Crepúsculo : un amor peligroso = Twilig	SPANISH FICTION MEY	2/22/2010,23:59
25000007460612	New moon	FICTION MEYER	2/22/2010,23:59
25000007460620	Breaking dawn	FICTION MEYER	2/22/2010,23:59
25000007460513	The host : a novel	FICTION MEYER	2/22/2010,23:59
25000007460570	Eclipse	SPANISH FICTION MEY	2/22/2010,23:59

[Select All] [Renew]

Clear [Return to Search]

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3. If the item barcode isn't in the catalog, or a typo is made during manual entry, this error message will appear. Click "Cancel" to proceed.

The screenshot shows the SirsiDynix 'Check Out' window. A modal error dialog is displayed in the center with the text: 'Cannot find copy specified. Select how to proceed.' Below the text are two buttons: 'Find Item' and 'Cancel'. A 'Help' button is also visible in the top right of the dialog. The background window shows user information for 'CRUZ, DAVID' and a list of items with their barcodes, titles, call numbers, and due dates.

Item	Barcode	Title	Call Number	Date Due
25000007477178	25000007477178	Crepúsculo : un amor peligroso = Twilight	SPANISH FICTION MEY	2/22/2010,23:59
25000007460612	25000007460612	New moon	FICTION MEYER	2/22/2010,23:59
25000007460620	25000007460620	Breaking dawn	FICTION MEYER	2/22/2010,23:59
25000007460513	25000007460513	The host : a novel	FICTION MEYER	2/22/2010,23:59
25000007460570	25000007460570	Eclipse	SPANISH FICTION MEY	2/22/2010,23:59

4. When the item barcode is entered correctly, the new checkout appears at the top of the list.

The screenshot shows the SirsiDynix 'Check Out' window after a successful checkout. The user information remains the same. The 'Status' is now 'OK'. The 'Checkouts' count is 6, and 'Holds' is 0. The 'Amount Owed' is 0. The item list now includes a new entry at the top: 'Twilight' with barcode '25000003328490' and call number 'F MEYER'. The other items remain the same.

Item ID	Title	Call Number	Date Due
25000003328490	Twilight	F MEYER	2/22/2010,23:59
25000007477178	Crepúsculo : un amor peligroso = Twilight	SPANISH FICTION MEY	2/22/2010,23:59
25000007460612	New moon	FICTION MEYER	2/22/2010,23:59
25000007460620	Breaking dawn	FICTION MEYER	2/22/2010,23:59
25000007460513	The host : a novel	FICTION MEYER	2/22/2010,23:59
25000007460570	Eclipse	SPANISH FICTION MEY	2/22/2010,23:59

Click Clear to look up another user.

Check Out

Special Due Date

If you want to specify a special due date for a user's charge or renewal at the beginning of a check out session, click Due Date to display the Special Due Date window. Select the due date desired and leave the Time Due box unchecked.

